



# BID SOLICITATION

Page 1 of 11  
Printed: 6/10/2005

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
CAPITOL HILL  
PROVIDENCE RI 02908

BUYER: LINDA ROCHE  
PHONE #: (401) 222 - 2142 ext. 118  
BLANKET PERIOD: 8/1/2005 - 7/31/2008

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ADMINISTRATION  
MASTER PRICE AGREEMENT  
RELEASE AGAINST RI MPA

**BID NUMBER: B05280**  
**TITLE: STENOGRAPHIC SERVICES-MPA 137**  
**BID OPENING DATE AND TIME:**  
**06/29/2005 11:00 AM**

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ADMINISTRATION  
MASTER PRICE AGREEMENT  
RELEASE AGAINST RI MPA

Requisition Number(s):

Item	Class-Item	Quantity	Unit	Unit Price	Total
	BLANKET REQUIREMENTS: 8/1/05 - 7/31/08  MASTER PRICE AGREEMENT: 137				

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	<p><b>BIDDING</b></p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p><b>ORDERING</b></p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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	<p>MULTIPLE AWARDS WILL BE MADE IN THE BEST INTEREST OF THE STATE OF RHODE ISLAND.</p> <p>STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).</p> <p>THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND FISCAL YEAR 2002 ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.</p>				

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	<p>REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number.</p> <p>Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.</p>				

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	DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE (www.purchasing.state.ri.us).				
	APPEARANCE FEES				
1.0	961-24 DAYS: TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	TOTAL		
2.0	961-24 DAYS: TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	MIN		
3.0	961-24 ADDITIONAL PER HOUR CHARGE FOR ABOVE	1.00	HR		
4.0	961-24 DAYS: NO TRANSCRIPT ORDERED (UP TO 1 HOUR)	1.00	TOTAL		
5.0	961-24 DAYS: NO TRANSCRIPT ORDERED (1-2 HOURS)	1.00	TOTAL		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
6.0	961-24 DAYS: NO TRANSCRIPT ORDERED (2-3 HOURS)	1.00	TOTAL		
7.0	961-24 DAYS: NO TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	MIN		
8.0	961-24 ADDITIONAL PER HOUR CHARGE FOR ABOVE	1.00	HR		
9.0	961-24 NIGHTS: TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	TOTAL		
10.0	961-24 NIGHTS: TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	MIN		
11.0	961-24 ADDITIONAL PER HOUR CHARGE FOR ABOVE	1.00	HR		
12.0	961-24 NIGHTS: NO TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	TOTAL		
13.0	961-24 NIGHTS: NO TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	MIN		
14.0	961-24 ADDITIONAL PER HOUR CHARGE FOR ABOVE	1.00	HR		
15.0	961-24 DAYS: NO WORK/NO WAITING	1.00	TOTAL		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
16.0	961-24 ADDITIONAL CHARGE (WAITING)	1.00	HR		
17.0	961-24 NIGHTS: NO WORK/NO WAITING	1.00	TOTAL		
18.0	961-24 ADDITIONAL CHARGE (WAITING)	1.00	HR		
19.0	961-24 HOLIDAYS: TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	TOTAL		
20.0	961-24 HOLIDAYS: TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	MIN		
21.0	961-24 ADDITIONAL PER HOUR CHARGE FOR ABOVE	1.00	HR		
22.0	961-24 HOLIDAYS: NO TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	MIN		
23.0	961-24 ADDITIONAL PER HOUR CHARGE FOR ABOVE	1.00	HR		
24.0	961-24 HOLIDAYS: NO TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	MIN		
25.0	961-24 ADDITIONAL PER HOUR CHARGE FOR ABOVE	1.00	HR		

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26.0	961-24 WEEKENDS: TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	TOTAL		
27.0	961-24 WEEKENDS: TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	MIN		
28.0	961-24 ADDITIONAL PER HOUR CHARGE FOR ABOVE	1.00	HR		
29.0	961-24 WEEKENDS: NO TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	MIN		
30.0	961-24 ADDITIONAL PER HOUR CHARGE FOR ABOVE	1.00	HR		
31.0	961-24 WEEKENDS: NO TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	MIN		
32.0	961-24 ADDITIONAL PER HOUR CHARGE FOR ABOVE	1.00	HR		
33.0	961-24 MULTI DEPOSITIONS (REGULAR)	1.00	EA		

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34.0	961-24 MULTI DEPOSITIONS (RECORDS)  PREPARATION AND HANDLING FEES	1.00	EA		
35.0	961-24 TRANSCRIPT (24 LINES) (REGULAR HEARING)	1.00	PAGE		
36.0	961-24 TRANSCRIPT (24 LINES) (MEDICAL/EXPERT HEARING)	1.00	PAGE		
37.0	961-24 TRANSCRIPT (24 LINES) (NIGHT HEARING)	1.00	PAGE		
38.0	961-24 TRANSCRIPT (24 LINES) (DEPOSITION)	1.00	PAGE		
39.0	961-24 TRANSCRIPT (24 LINES) (WORKERS' COMP DEPOSITION)	1.00	PAGE		
40.0	961-24 EXPEDITED PREPARATION: WITHIN 24 HOURS	1.00	PAGE		
41.0	961-24 EXPEDITED PREPARATION: WITHIN 36 HOURS	1.00	PAGE		
42.0	961-24 EXPEDITED PREPARATION: WITHIN 48 HOURS	1.00	PAGE		

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43.0	961-24 EXPEDITED PREPARATION: WITHIN 60 HOURS	1.00	PAGE		
44.0	961-24 EXPEDITED PREPARATION: WITHIN 72 HOURS	1.00	PAGE		
45.0	961-24 EXPEDITED PREPARATION: WITHIN 96 HOURS	1.00	PAGE		
46.0	961-24 EXPEDITED PREPARATION: WITHIN 7 DAYS	1.00	PAGE		
47.0	961-24 ADDITIONAL TRANSCRIPT ORDERED WITH ORIGINAL	1.00	PAGE		
48.0	961-24 ADDITIONAL TRANSCRIPT (NIGHT HEARING)	1.00	PAGE		
49.0	961-24 ADDITIONAL TRANSCRIPT (EXPEDITED HANDLING)	1.00	PAGE		
50.0	961-24 EXHIBITS	1.00	PAGE		
51.0	961-24 EXCERPTS (UNDER 5 PAGES)	1.00	PAGE		
52.0	961-24 EXCERPTS (OVER 5 PAGES): HEARINGS	1.00	PAGE		

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53.0	961-24 EXCERPTS (OVER 5 PAGES): DEPOSITIONS	1.00	PAGE		
54.0	961-24 HANDLING AND DELIVERY	1.00	EA		
	NOTE: ALL TRANSCRIPTS MUST BE DELIVERED WITHIN TWO (2) WEEKS OF HEARINGS - EXPEDITED RATES WILL APPLY OTHERWISE				
	TRANSCRIPT COPIES (OTHER THAN ORIGINAL CLIENT) ORDERED BY ANY AGENCY OR POLITICAL SUB-DIVISION OF THE STATE OF RHODE ISLAND				
55.0	961-24 REGULAR HEARING	1.00	PAGE		
56.0	961-24 MEDICAL/EXPERT HEARING	1.00	PAGE		
57.0	961-24 NIGHT HEARING	1.00	PAGE		
58.0	961-24 EXPEDITED HANDLING (WITHIN 24 HOURS)	1.00	PAGE		
	DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.				
				<b>TOTAL:</b>	

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